COVID-19
BACK TO CAMPUS PREPAREDNESS PLAN
UPDATED 8/27/2021
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GUIDING PRINCIPLES

Rochester Community and Technical College (RCTC) is committed to providing a safe and healthy environment for our students, faculty, staff, and members of our campus community. To ensure that, we have developed this Back-to-Campus Preparedness Plan in response to the COVID-19 pandemic. We are all (Employees and Students) responsible for implementing this plan and RCTC Managers/Supervisors have our full support in enforcing the provisions of this plan. Our goal is to mitigate the potential for transmission of COVID-19 on our campus and that requires full cooperation among students, faculty, staff and members of our campus community. Only through a cooperative effort, can we establish and maintain the safety and health of our campus.

We are following updated CDC guidance. The updated CDC guidance for vaccinated individuals resulted in our requiring face coverings in indoor public areas when the county-level indicators from the CDC indicate “substantial” or “high” levels of transmission. Olmsted County currently has a high level of transmission, therefore face coverings are required.

We are serious about keeping our student and employees safe. Your involvement is essential in developing and implementing a successful Campus COVID-19 Preparedness Plan. Our Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Hygiene and respiratory etiquette;
- Engineering and administrative controls;
- Housekeeping – cleaning, disinfecting and decontamination;
- Prompt identification and isolation of sick persons;
- Communications and training that will be provided to Managers and workers; and
- Management and supervision necessary to ensure effective implementation of the plan.

CAMPUS BUILDING ACCESS AND HOURS

Entry to buildings is currently limited. Please use the designated building access doors to enter and exit the campus facilities safely. Door access hours are as follows:

**Monday through Friday**
- **Main Campus**: 6:30 am – 9:00 pm
- **Heintz Center**: 6:30 am – 9:00 pm
- **Sports Center**: 6:30 am – 10:00 pm

**Saturday**
- **Main Campus**: 9:00 am – 5:00 pm
- **Heintz Center**: 9:00 am – 5:00 pm
- **Sports Center**: 8:00 am – 8:00 pm

**Sunday**
- **Main Campus**: 9:00 am – 5:00 pm
- **Heintz Center**: CLOSED
- **Sports Center**: 8:00 am – 8:00 pm
CHILDREN ON CAMPUS

In accordance with RCTC Policy 6.4.3.2 children are not permitted in classrooms, except as granted by the faculty member responsible for a class. Children shall not be present at an employee’s workplace in lieu of other childcare arrangements, except as granted on an emergency basis by an appropriate supervisor. Any children on campus must wear a cloth (or other) face mask following CDC guidance.

CONTACT TRACING/COMMUNICATION PROTOCOL

The Minnesota Department of Health (MDH) has implemented contact tracing protocols with higher education institutions. At this time, Olmsted County Public Health/MDH handles all case and contact tracing and notifies RCTC Administration for situational awareness. RCTC will work in collaboration with Olmsted County Public Health/MDH on contact investigations, identification of potential clusters and notification protocols.

Employees who have tested positive for COVID-19 are to immediately notify their supervisor and the Vice President of Finance/Facilities. Students who have tested positive for COVID-19 are to immediately notify College Health Services at 507-285-7261. (See Appendix D for process maps.)

All FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) regulations will be followed should a case be identified on the RCTC Campus. Confirmed cases will be communicated according to the establish protocols outlined by the Minnesota State system, but specifics that would identify the individual(s) will not be shared.

EXTERNAL AGENCIES HOUSED ON CAMPUS

Organizations that lease space on the RCTC Campus are allowed to be open.

FACE COVERINGS (MASKS)

Rochester Community and Technical College (RCTC) complies with updated CDC guidance. We are requiring face coverings in indoor public areas because Olmsted County currently has a high level of transmission. In addition, RCTC employees should follow Minnesota’s Management and Budget Face Coverings Policy for Agency Staff. (HR/LR Policy #1442)

As such, any person in a public or common space within the buildings of the RCTC campus must wear a cloth or disposable face covering. Homemade cloth face coverings as outlined in CDC guidance are acceptable. Transparent shields (i.e. plexiglass) that separates individuals is also an acceptable barrier. Face shields are an acceptable form of face covering as long as the face shield covers the forehead, extends below the chin, and wraps around the sides of the face. Individuals should wear their own face coverings, but if they do not have one, disposable masks will be provided. This requirement will remain in effect until further notice. Academic programs may have additional requirements that supersede this standard.

Temporary removal of face covering may occur as follows:
• When speaking in situations or settings such as news conferences, meetings, presentations, or lectures, provided that social distancing is always maintained. Face shields should be considered as an alternative in these situations.
• When eating or drinking, provided social distance is maintained.
• During activities where the face covering will get wet.
• When asked to remove a face covering to verify an identity for lawful purposes.
• When a worker is actively engaged in safety role where wearing a face covering would seriously interfere with the performance of their safety responsibilities.
• While communicating with an individual who is deaf or hearing impaired or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult, provided that social distancing is maintained to the extent possible.
• When an employee is alone, including when alone in an office, a room, a cubicle with walls that are higher than face level when social distancing is maintained or an enclosed work area.

Exemptions to this requirement are as follows:

• Individual has a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering. This includes, but is not limited to, individual who has a medical condition that compromises their ability to breathe
  o Employees unable to wear a face covering due to a medical condition, mental health condition, or disability must request a reasonable accommodation*
  o Non-employee staff unable to wear a face covering due to a medical condition, mental health condition, or disability must request a reasonable modification. *
• Wearing a face covering would create a job hazard for the employee, for example
  o The employee’s ability to safely perform their job duties is negatively affected because the use of a face covering obstructs their vision or causes safety gear or safety glasses to fog up.
  o Employee works in a setting where the face covering may increase the risk of heat-related illness or cause safety concerns due to introduction of a hazard (for instance, straps getting caught in machinery).
• Unless otherwise instructed, employees are not required to wear a face covering when they are working outdoors and are able to consistently maintain social distancing.
  o Employees must wear a face covering if they cannot maintain social distancing
  o Employees must wear a face covering if they are waiting outdoors to enter an indoor workplace or if they enter an indoor workplace
  o Employees must carry a face covering with them at all times while working outdoors

* To request an accommodation for medical, disability or developmental reasons, students should contact Disability Services and employees contact Human Resources.

All individuals are expected to have a face covering on their person at all times while in the RCTC buildings. If they do not have their own face covering, a disposable mask may be obtained at the Welcome One-Stop Center at the Main Campus or at the Dean of Career/Technical Education’s Office at the Heintz Center. Refusal to follow the face covering requirement may violate Student Conduct for students, and a violation of a work rule by employees according to their collective bargaining agreements, following the appropriate steps for discipline outlined in the policy or collective bargaining agreement. Visitors violating this requirement may be asked to leave the premises immediately.
FACE-TO-FACE INSTRUCTION

RCTC follows the guidance provided by Minnesota State as it relates to in-person instruction. (See Appendix A).

FOOD SERVICE

The service plan for Food Service Fall Semester is listed below. Changes can be made to the menu as needed. All staff will wear masks and gloves to provide a safer environment. The table seating in the dining area will be adjusted to meet current COVID guidelines. High touch areas in the cafes will be cleaned every 20 minutes. We will have sanitizer available for the guests.

Heintz Center Fresh Stop Café (Commons Area) ~ Open Monday through Friday, 7:30 am to 1:00 pm.

The condiment and beverage area access will change due to COVID guidelines. This location already has an effective grab and go program with hot items such as burgers and chicken tenders, and those items will continue. The menu will remain mostly the same for Heinz Center. There will be more grab and go options to reduce wait times for students.

Main Campus Fresh Stop Café (College Center 3rd Floor) ~ Open Monday through Friday, 9:00 am to 1:30 pm.

The menu selection will be reduced with an emphasis on quick to prepare items and more grab and go options. The cold grab and go items will be displayed in a cooler behind the cashier’s table, along with a beverage cooler. Ordering and payment will be processed as normal.

Espresso Plus (Health Sciences 1st Floor) ~ Closed.

HANDWASHING

Basic infection prevention measures have been implemented at our campus. Employees and students are being instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their time on campus, prior to any mealtimes and after using the restroom. All visitors to campus facilities will be encouraged to wash their hands prior to or immediately upon entering the facility. All work and classroom places have hand-sanitizer dispensers in them and hand sanitizer is available through office services for anyone wishing to have it. (Sanitizers must be of greater than 60% alcohol.)

EXPERIENCING SYMPTOMS

Students and Employees who experience symptoms while at home are to communicate their illness to their instructors/supervisors and will be informed to stay home.

If an employee or student becomes sick while on campus, they will be sent home immediately.

RCTC will follow Minnesota Department of Health and local health department guidance and direction on informing others if they have been exposed to a person with COVID-19 on campus and may require them to quarantine for the required amount of time.
HOUSEKEEPING

GENERAL/PUBLIC SPACES

The General Maintenance Workers are responsible for cleaning/disinfecting general/public spaces on campus. Regular housekeeping practices have been implemented, including routine cleaning of work and study surfaces, equipment, tools and machinery, vehicles and areas in the campus environment, including classrooms, labs, restrooms, common areas, breakrooms, lunchrooms, meeting rooms, and drop-off and pick-up locations. RCTC follows CDC guidance regarding this cleaning. (CDC Cleaning)

PHYSICAL PLANT (FACILITIES/MAINTENANCE) AND CLASSROOMS

The College will follow the guidance of the MDH, the CDC, (CDC Cleaning) and the government of the State of Minnesota.

Campus maintenance staff will modify their practices to ensure that facilities are cleaned and sanitized frequently. The General Maintenance Worker assigned to the space is responsible for cleaning and/or disinfecting each classroom daily at the beginning of their shift.

The staff, faculty and/or students using a specific classroom will share in the responsibility of cleaning/disinfecting the classroom.

Physical plant will provide, as necessary, disinfectant wipes and gloves in each classroom.

Any physical plant needs for classrooms can be address via the college’s work order system or contacting maintenance at 507-358-2230

OFFICES/DEPARTMENT SPACES

The responsibility for cleaning/disinfecting individual departments and offices is the responsibility of the employees located in those areas. Gloves and wipes will be provided by physical plant as necessary.

The frequency of air filter replacement and HVAC system cleaning will be increased, with fresh air exchange maximized. Filters will be inspected every day and cleaned/replaced as needed.

If it is known that a student or employee using the campus has become diagnosed with COVID-19, cleaning protocols outlined by the CDC (CDC Cleaning) will be followed by the Physical Plant Staff.

Physical Plant staff will work with vendors and suppliers to ensure an uninterrupted supply of cleaning supplies and necessary Personal Protective Equipment (PPE) are available.

PLEXIGLASS BARRIERS

Plexiglass shield may be used by departments as additional safety precaution.
RESPIRATORY ETIQUETTE

Cover Your Cough or Sneeze

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face (their mouth, nose and eyes in particular) with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available in work and classroom places. Employees and students are encouraged to review the College’s COVID-19 Website for additional information and updates.

Here are a few important things to keep in mind:

- Masks or cloth face coverings can help with preventing your germs from infecting others – especially in situations where you may spread the virus without symptoms.

- Wearing a mask or cloth face coverings may mitigate spread of the virus, but not guaranteed. So, whether or not you wear a mask or cloth face coverings, you still need to wash your hands frequently, cover your cough, and practice social distancing.

- People who are sick should still stay home. Wearing a mask or cloth face coverings does not mean people who are sick should go out into the community. If you are sick and need to go to the doctor, call your health care provider before going in and wear a mask or cloth face coverings to the clinic.

- A mask of cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask or cloth face coverings without assistance.

SIGNAGE

Signage has been placed throughout the campus, including entrances, digital screens, and casual seating areas. The signage includes health and sanitation reminders while on the campus. (See Appendix C.) Signage has also been posted throughout the various offices/departments on campus to remind employees handwashing guidelines from the CDC.
Employees have also been given clear instructions on how to properly clean, disinfect and sanitize all touchpoints in the work areas according to the CDC guidelines (CDC Cleaning).

**STATE VEHICLES/EQUIPMENT**

Masks must be worn when more than one person is in a state-issued vehicles/equipment, including vehicles from the carpool, Security and Facilities cars/vans, tractors, utility vehicles, or any other state-owned vehicle.

**VACCINE INFORMATION**

All Minnesota residents age 12 and over are eligible to receive a COVID-19 vaccine.

Minnesota has directed providers to prioritize vaccine appointments for people most at risk of getting COVID-19, or those who could develop severe illness if infected. This includes older Minnesotans, those with underlying health conditions*, and those in essential jobs.

How to get your vaccine:

- **Sign up for the Minnesota COVID-19 Vaccine Connector.** The Vaccine Connector will inform you about vaccine opportunities in your area.
- Use the [Vaccine Locator Map](#) to find vaccine providers near you.
- Contact your primary health care provider or a local pharmacy.
- Vaccine Connector users may also be randomly selected to make an appointment at one of the state’s [COVID-19 Community Vaccination Program sites](#). If you are selected, you will be notified by text, email, or phone call by one of the state vaccination partners running those sites: Vault Health, Primary Bio or Specialysts (Solv).
- Your employer may also reach out with information about vaccination opportunities.

Additional information can be found at [https://mn.gov/covid19/vaccine/whos-getting-vaccinated/index.jsp](https://mn.gov/covid19/vaccine/whos-getting-vaccinated/index.jsp)

**ADDITIONAL RESOURCES**

Additional resources available in [Appendix B](#).

**COMMUNICATION AND TRAINING**

This updated plan was communicated via e-mail to all employees and students on August 23, 2021, and appropriate training has been provided. Additional communication and training will be ongoing as needed and provided to all employees and students who did not receive the initial training. Managers and Supervisors are to monitor how effective the program has been implemented and share their feedback with their Cabinet member. Employees and students are to work through this new program together and update the communication strategies and training as necessary.

This plan will be updated as necessary.

Certified by:
President

**UPDATES POSTED:**
June 15, 2020
July 2, 2020
July 14, 2020
August 12, 2020
November 5, 2020
April 15, 2021
August 23, 2021
August 27, 2021
APPENDIX A – RESUMING IN-PERSON INSTRUCTION

Guidance for Resuming In-Person Instruction During Ongoing COVID-19 Outbreak

In line with guidance from the Centers for Disease Control (CDC), Minnesota Department of Health (MDH), and Minnesota Office of Higher Education (OHE), programs that are permitted to continue instruction during the ongoing COVID-19 outbreak should continue cleaning protocols, and provide clear communication to students, faculty, and staff about what will be required to participate in any in-person instruction.

The guidelines below provide general information for instruction.

In general, all students, faculty, staff and others in the campus community are expected to:

- Stay at home if you are sick or not feeling well,
- Wash your hands frequently with soap and water for at least 20 seconds,
  - If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol,
- Cover your coughs and sneezes,
- Clean frequently touched surfaces,
- Wear cloth face covering
- Know the common symptoms of COVID-19: fever, cough, and shortness of breath,
- Monitor their health, speak up and act to the wellbeing of yourself and others, and
- Take ethical responsibility for yourself, friends, family and our communities.

For in-person instruction:

- Designate a primary COVID-19 contact for your program/department to answer questions and make determinations about any symptoms that may prevent a student from attending in-person.
- Communicate clearly to students and faculty about the necessity of following the identified protocols to ensure individual and class health and safety.
- Follow MDH guidelines
- Explore hosting smaller classes in larger rooms.
- Explore classroom arrangements that allow for more space between students; spread out desks, tables, equipment and chairs.
- If students need to work in pairs or in small groups, make the pairings consistent for the duration of the in-person coursework to minimize contact with multiple individuals.
- Have multiple time slots for a class; split up and stagger sessions.
- Have multiple venues for one class.
- Explore hosting classes outdoors, when possible.
- Make hand sanitizer, disinfecting wipes, and/or disinfecting spray and towels available.
- Direct all to wash hands after session.

Personal Protective Equipment (PPE):

- Utilize PPE normally required for the performance of the duty or task.
  - Typically documented in the Job Hazard Analysis of the specific task, position and job responsibilities.
  - Questions on these should be directed to individual supervisors.
- There is no recommendation by the Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health (MDH) for the use of PPE (surgical or N95 masks) by the general public to include a classroom setting. These should be reserved for healthcare providers and first responders.
- Both the CDC and MDH recommend wearing cloth face coverings
  - Whether or not you wear a cloth face covering, you should still stay at home if you are sick, wash your hands frequently, cover your cough, and practice social distancing.
APPENDIX B – ADDITIONAL RESOURCES

General
www.cdc.gov/coronavirus/2019-nCoV
www.health.state.mn.us/diseases/coronavirus
www.osha.gov
www.dli.mn.gov

Handwashing
www.cdc.gov/handwashing/when-how-handwashing.html
www.cdc.gov/handwashing
https://youtu.be/d914EnpU4Fo

Respiratory etiquette: Cover your cough or sneeze
www.health.state.mn.us/diseases/coronavirus/prevention.html
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Housekeeping
www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19
www.health.state.mn.us/diseases/coronavirus/basics.html

Training
www.osha.gov/Publications/OSHA3990.pdf

COVID-19 VACCINE CONNECTOR

The Minnesota COVID-19 Vaccine Connector is a tool that helps Minnesotans find out when, where, and how to get a COVID-19 vaccine. After you fill out a simple form, the Vaccine Connector will connect you to resources to schedule a vaccine appointment and notify you if there are vaccine opportunities in your area.
https://mn.gov/covid19/vaccine/connector/connector.jsp
APPENDIX C – CAMPUS SIGNAGE

Examples of campus signage:

As part of RCTC’s commitment to provide students, faculty, staff, and visitors with a safe learning and working environment, the RCTC Back-to-Campus Preparedness Plan serves as our guide for the gradual reopening of areas/services on campus. It is emphasized, however, that reopening, even in stages, will require ALL OF US to continue to practice social distancing and daily hygiene habits to reduce our risk of exposure to the COVID-19 virus.

To read RCTC’s Back-to-Campus plan visit: RCTC.EDU/CORONAVIRUS

Stay safe, stay connected, and stay healthy.
COMMUNICATION PROTOCOL FOR ILL EMPLOYEE:

Potential COVID-19 Employee

Employee reports feeling ill

Employee keeps supervisor updated on status; DO NOT COMMUNICATE WITH ANYONE ELSE (HIPAA/FERPA)

MDH contacts college to do contact tracing

MDH leads on contact analysis

End

A

Notify supervisor, HR and VP Finance Facilities; DO NOT DISCUSS WITH OTHERS (HIPAA/FERPA)

MDH leads on contact analysis

End

Notify supervisor and HR; Matter closed; DO NOT DISCUSS with others (HIPAA/FERPA)

Executive Director prepares required communications for applicable campus audience

VP Multisystem Office, President and Executive Director Public Relations of positive case but does not release name(s)

A

Supervisor notifies HR

Negative Result

Positive Result

A